



**Utah State Office of Education
Learn and Serve K-12
Application for Funding**

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SUMMARY

Funds Available:

\$105,000 for school districts.
\$20,000 for individual schools and classrooms.

Eligibility:

Any K-12 classroom, school, or district willing to partner with community organizations to connect classroom curriculum with service in the community.

Application Deadline:

5:00 pm *(MST)* Friday, September 5, 2008

Special Conditions:

Recipients must meet a 50% local match of *total project* costs.

INTRODUCTION

The Corporation for National and Community Service, created by the National and Community Service Trust Act of 1993, is intended to provide funds, training, and assistance to states and communities for the development and expansion of service opportunities for young people.

A portion of this act created Learn and Serve America whose purpose, among other things, is to provide direct and indirect support to K-12 schools to establish, expand, implement, or facilitate service-learning programs or projects.

Through Learn and Serve America, the Utah State Office of Education will provide approximately \$125,000 in sub-grants to local districts, schools, and classrooms for service-learning programs. These funds will be dispersed from two categories: district wide grants and individual school/classroom grants.

UTAH'S VISION

Utah will continue to be a state where local volunteer service is a valued and expected responsibility of its citizens, and where service improves the quality of life in a community.

The **State Service Plan**, created as a result from cooperative efforts by volunteer organizations in the state, is focused on elevating volunteerism by increasing the effectiveness of volunteers in Utah.

State Service Plan partners, including the Utah State Office of Education, will reach Utah's goals by incorporating the goals established by the Corporation for National and Community Service:

- Mobilize more volunteers
- Serve at-risk youth and connect them with service opportunities
- Engage students in communities
- Use baby boomers' experience

Learn and Serve grant applications that connect to the State and National Corporation service goals will be given funding priority.

ELIGIBILITY

Any Utah school district, individual public or charter school, or individual public or charter classroom teacher is eligible for a service-learning grant through the Learn and Serve America funding managed by the Utah State Office of Education.

FUNDS AVAILABLE

District grants may be awarded in amounts up to \$20,000. Individual school grants may be awarded up to \$2,500. Individual classroom grants may be awarded up to \$1,000. Amounts outside this range must be negotiated with the State Office of Education Service-Learning Specialist(s).

Award amounts will be granted in proportion to the number of students being served, while considering the quality of the proposed project. Funds awarded may differ from funds requested based on the relation of total funds requested to total funds available.

The funding period for sub-grants is October 1 to June 30. Award notification is by October 1. Two (2) Financial Status Reports are required and are due January 31 and July 31. Extension of grant funds may be possible and will only be granted by written request after the award is made.

NOTIFICATION OF AWARDS

Proposals being awarded funding will receive an informal email notification of grant award within one month after the application deadline. Formal written notification of approval through the State C-20 document indicating the award amount will follow.

MATCHING FUNDS REQUIREMENT

Each sub-grantee is required to obtain a 50% match of *total project costs*. For example, a \$1,000 grant award requires \$1,000 of local match, for a total project cost of \$2,000. A "local match certification" form is required to be submitted with each reimbursement request documenting how the local match is met.

A local match may be in-kind or cash donations considered reasonable and necessary to meet the service-learning project goals and objectives.

REIMBURSEMENTS

Service-learning funds will be distributed through a reimbursement process only. Districts shall submit to the Utah State Office of Education service-learning specialist a "Reimbursement Request from Utah School Districts & Agencies" form and a local match certification form before receiving reimbursement for project expenditures.

District level Service-Learning Specialists are responsible for reviewing reimbursement claims and documentation to ensure expenses are allowable per funding guidelines. Reimbursement of funds may be delayed or not approved if local match requirements are not being met.

FUNDING GUIDELINES

Service-learning funds are to be used:

- As seed money for originating new service-learning projects that will become self sustaining with local support.
- To expand service-learning capacity by reaching the largest possible number of student participants.
- Only to supplement, not supplant, state and local public funds expended for services of the type assisted under this grant in the previous year.
- For the expense of in-service for staff and community partners, teacher substitute pay, planning time, travel and conference expenses, duplication of materials, purchase of professional books, publications, supplies (unique to the program), program management in district level programs, and transportation to service sites.

Service-learning funds may NOT be used:

- To purchase capital outlay items; e.g., computers, trees, T-shirts, etc., without specific approval of granting office.
- To assist, promote, or deter union organizing.
- To impair existing contracts for services or collective bargaining agreements.
- For student group activities; e.g., student assemblies, parties, etc., or for salaries or stipends for student participants.
- To replace expenditures for professional growth opportunities provided under a labor contract by a school district.
- To provide religious instruction, conduct worship services, or engage in any form of proselytizing.
- To engage in any form of political activity.
- For international travel or projects where the primary beneficiaries of a project reside outside of the United States.

GRANT PROPOSAL EXPECTATIONS

Utah's Learn and Serve America K-12 sub-grants will support local school-based service-learning programs that correlate projects with the State and National corporate service goals by:

- Selecting students from disadvantaged backgrounds, making up 50% of the total student participants.
- Working with community partners to identify community needs and create solutions to address those needs.
- Connecting projects to the Utah State Office of Education core curriculum standards and objectives so the *learning* part of service-learning is emphasized.
- Utilizing baby boomers' experience by creating cooperative work between students and adult volunteers.
- Providing opportunities for student reflection and evaluation on the effectiveness of the service in providing results.
- Engaging in service on or around Martin Luther King Day in conjunction with the National Corporation's Days of Service.

In addition, projects that address the issue of homeland security will receive funding priority (*see program evaluation below*).

PROGRAM EVALUATION

Sub-grantees are expected to participate in a national evaluation effort created by the Corporation for National and Community Service. The designated reporting tool, LASSIE, will require sub-grantees to report on participant numbers, participant characteristics, project activities, and project accomplishments.

In addition, each sub-grantee must report results in the following two areas using the specified measurement tool:

1. Participant Development: Increase in K-12 student's civic skills by involving 30,000 students statewide in service-learning activities.

Measurement Tool: Each sub-grantee will be required to administer a pre- and post- civic engagement survey to each student participant. This survey tool is located on the USOE service-learning website.

2. Strengthening Communities: 10% increase statewide in ongoing partnerships with community-based organizations.

Measurement Tool: Each sub-grantee will be required to report the community partnerships created as a result of the service-learning project. This will be reported by email to the USOE service-learning specialist(s) at the conclusion of the project.

The State Office of Education has designated as a performance measure a 20% increase in projects relating to Homeland Security. As a result, grant applications with projects addressing the topic of homeland security will be given funding priority.

TECHNICAL ASSISTANCE

Technical assistance will be provided by the Utah State Office of Education Service-Learning specialist(s) and outside contracted resources as necessary. It is required of each sub-grantee to attend one (1) grant writing or service-learning focused training and two (2) additional grant assistance sessions during the grant year. Topics for grant assistance training sessions may include, but are not limited to, financial management procedures, reflection activities, data collection and reporting of activities, and any other topic addressing sub-grantee needs.

Sub-grantees will also receive monthly service-learning communications providing implementation and monitoring tips, addressing questions and concerns presented by other sub-grantees, and sharing successful projects across the state.

APPLICATION INSTRUCTIONS

To be considered eligible, the following technical review criteria must be met:

- The appropriate application (district, school, or classroom) from the USOE website is used: <http://www.usoe.k12.ut.us/curr/servicelearning>
- The application is submitted electronically through email attachment:

BY: 5:00 p.m. Friday, September 5, 2008

TO: Alan Griffin

alan.griffin@schools.utah.gov

- All questions on the application are complete and accurate.
- No items are budgeted for: capital outlay, student group activities, or salaries/stipends for student participants; to replace expenditures for professional growth opportunities provided under a labor contract; to provide religious worship instruction, conduct services, or engage in any form of proselytizing; or to engage in any form of political activity.
- The application includes a 50% local match of *total program costs*.
- Support for the State and National Corporation service-learning goals is demonstrated.
- Grant funds requested do not supplant state or local funds.
- Grant amounts fall within set parameters or have been approved by the Utah State Office of Education Service-Learning Specialist(s).
- The application is free of attachments, appendices, or other materials (video or audio). Page limits, if noted, have not been exceeded.

Please direct additional questions regarding these grant provisions to:

**Alan Griffin
Service-Learning Specialist
alan.griffin@schools.utah.gov
801.538.7761**

LONG-TERM PROGRAM GOALS

The Utah State Office of Education intends to expand effective service-learning programs in Utah by:

- Providing training, delivering technical assistance, and acting as a resource to others interested in service-learning.
- Developing comprehensive programs that can be replicated at other sites.
- Building a statewide network of service-learning programs, activities, information, and opportunities for youth service.
- Encouraging Learn and Serve K-12 school programs to develop partnerships and coordinate and collaborate with other service programs and organizations in Utah.
- Assuring that Learn and Serve K -12 school programs are matched with Core Curriculum standards and objectives in all curricular areas.
- Supporting the State and National Corporation service goals and objectives.

EFFECTIVE SERVICE-LEARNING PRINCIPLES

Effective service-learning efforts:

- Strengthen service and academic learning while connecting the school community in new and positive ways.
- Integrate systematic formative and summative evaluation.
- Is understood and supported as an integral element in the life of a school and its community.
- Include training, orientation, and staff development on the philosophy and methodology of service-learning that best ensures that program quality and continuity are maintained.

Model service-learning:

- Provides concrete opportunities for youth to learn new skills, to think critically and to test new roles in an environment that encourages risk-taking and rewards competence.
- Involves student participation in planning and reflection and skilled adult guidance and supervision.
- Recognizes youth efforts by those served, including their peers, the school, and the community.
- Makes a meaningful contribution to the community.

DEFINITIONS

Grantee is defined as the original grant recipient from the Learn and Serve America organization. Grantee in this document refers to the Utah State Office of Education.

National Service Programs means other service stream programs supported by the community National Service including: AmeriCorp, AmeriCorps VISTA, National Senior Service Corps, Foster Grandparent, and Retired Senior Volunteer Programs (RSVP). For more information contact the Utah Commission on volunteers at (801) 764-0704 or the Utah National Service office at (801) 524-5411.

Participant means any K-12 youth performing a community service in conjunction with other academic core curriculum.

Service-Learning (also known as Academic service-learning) means a method:

- Of providing students with opportunities to enhance newly acquired skills and knowledge through application to life situations in their own communities.
- That fosters a sense of caring for others in one's community.
- By which students actively participate in thoughtfully organized service experiences which meet actual community needs.
- That involves structured time for a student to think, talk, or write about the service experience.

Service Opportunity means a program or project enabling participants to use newly acquired skills and knowledge to perform meaningful and constructive service in agencies, institutions, and situations where the application of dedicated human talent may help meet human, educational, linguistic, public safety, and environmental community needs, especially relating to poverty.

Sub-Grantee refers to all recipients of grants awarded from the grantee. Sub-grantee in this document refers to districts, schools, or classrooms receiving funds from the Utah State Office of Education

ONLINE RESOURCES

Utah State Office of Education Service-Learning website:

<http://www.usoe.k12.ut.us/curr/servicelearning>

Corporation for National and Community Service:

<http://nationalservice.org/>

Learn and Serve America:

<http://learnandserve.org>

National Service-Learning Clearinghouse (reference materials):

<http://www.servicelearning.org/>